Guidance for Group Interventions

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Structure:

In general, setting up groups will be structured in one of two ways:

Option 1 An Ongoing Group

MSM Skills Building (Intervention)

MSM Skills Building Workshop I (Group Name)

Session I

Session II

Session III

Session IV

Session V

Option 2 Single Meeting Group

HIV 101 (Intervention)

HIV101 Lincoln High School Freshman (Group Name)

Session I

HIV101 Lincoln High School Sophomores (Group Name)

Session I

HIV101 Lincoln High School Juniors (Group Name)

Session I

Numbering Scheme:

In addition to the structure, the numbering scheme for the clients or records of the group intervention must be considered.

There are two choices:

External Client IDs – Agency uses its own unique client numbers and enters them into ELI. Use External Client Numbers box is checked.

ELI Generated Numbers - ELI generates a random record number for every client visit entered and the agency records the number it is given. Use External Client Numbers box is NOT checked.

Contacts with Clients:

Whether an intervention will have multiple contacts per client must be taken into account.

There are two choices:

Tracking Multiple Contacts with Known Clients – Agency has multiple contacts with their clients and has a means of definitely identifying who those clients are each time they come back (e.g., unique client numbering system, client names, etc.) Multiple Contacts Per Client box is checked.

Tracking Client Visits - Agency has multiple contacts with their clients and may know by sight that a client has been there before but has no means of definitely identifying each and every client when they access services (e.g., an outreach program where workers may know who the client is from repeated contacts but, has no definite means of identifying them each time). Multiple Contacts Per Client box is NOT checked.

Overview of Intervention Set Up:

Set up	External IDs	Multiple Contacts Per Client	Number of Groups and Sessions
Ongoing Group using your own numbering system	X	X	1 Group with multiple Sessions added
Ongoing Group using ELI generated numbers		X	1 Group with multiple Sessions added
Single Meeting Group using your own numbering system	X		1 Group with one Session added (when the presentation is repeated, add another group with one session)
Single Meeting Group using ELI generated numbers			1 Group with one Session added (when the presentation is repeated, add another group with one session)

How to Enter Group Intervention Data:

To begin data entry:

- Click on the **Interventions** button on the ELI Main Menu
- Click on your **Agency**
- Click on the group intervention you want to work on
- Click on **Activate**. You will automatically be taken to the main menu
- Notice that there is a new button on the main menu called **Groups**
- Click on **Groups**
- Click on **Add**
- Input the administrative information about the group of people
- Click **Save**. You will be taken to the previous screen.
- Click on the group just created
- Click **Edit**-you will be taken to the screen you just completed, but you now have the option to add **Sessions** to the group. ELI must know a group exists before it can add sessions to it (i.e., you have to save it first)
- Click on the **Add** button at the bottom of the screen
- Fill in the session date, type of form used, and the initials of the person facilitating that particular session of the group
- Click **Save**
- You will be taken to the previous screen where you should see that one session has been added to the group
- You can then repeat the process of adding more sessions by clicking the **Add** key if you have more than one session